**此为模板，请按此格式用带有贵公司抬头的信纸打印**

**（如贵公司没有抬头信纸，请自行添加打印抬头，空格处也需用打印的形式填写）**

DATE：

To: The Embassy of \_\_\_\_\_\_\_\_in China

CERTIFICATE

Dear Sir or Madam:

This is to certify that Mr./Ms\_（全名）\_\_\_\_\_\_\_\_\_\_ is working at \_（公司名称）\_\_\_\_\_\_\_\_\_ with the position of \_（担任职位）\_\_\_\_\_\_\_. He/She\_\_\_\_\_ has already got this job since （入职日期）\_\_\_\_\_\_\_\_\_ and his/her monthly salary is RMB （金额）\_\_\_\_\_\_yuan. We have approved his/her annual leave from \_（假期开始日期）**至**（假期结束日期）\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ for his/her holiday to \_（目的地）\_\_\_\_\_\_\_. During the journey all the costs and accommodations will be paid by\_\_（本人/公司/其它））\_\_\_\_\_\_\_\_\_.

We hereby guarantee Mr./Ms\_（全名）\_\_\_\_\_\_\_\_\_\_ will obey the laws in overseas and we will keep his/her position until he/she comes back.

The following are the detailed information about Mr./Ms\_\_\_\_（全名）\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Gender | D.O.B. | Passport No. |
| （全名） | （性别） | （出生日期） | （护照号码） |

Signature： （签名）

Position of Undersigned: （签署人职位）

Seal：（公司盖章）

Company：（公司名称）

Address:（公司地址）

Telephone： （联系电话）